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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 28 March 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 20 - 27 March

1. Administrative Procedures #65 ended Friday, 23 March.

2. Operations Support #20 began Monday, 26 March.

25X1 3. A memorandum to [] SSA/DDS, has been prepared, enumerating the subjects presented by this staff to [] on a tutorial basis. This training occurred during the period 5-16 March and was at the request of [] 25X1

25X1 4. [] interviewed three recently returned case officers in connection with preparation of the Handbook on Field Property Records. These people were in agreement that such a handbook would fill a need. The suggestions made are being incorporated and a second draft will be ready for routing within the week.

25X1 5. [] of the Medical Office visited this office and discussed at length [] experience in the Operations Familiarization Course. The reaction was given to us in order that we could make any changes that would improve the Operations Support Course. We did learn there was very little administrative material contained in the Operations Familiarization Course; [] opinion being that it was more a condensation of the long advanced Operations Course. Cables, dispatches and projects were required from the students and the teaching staff assumed that the students were already sufficiently familiar with each of these exercises to require little or no instruction. [] advised that had he not had the Support Course it would have been extremely difficult. Those new employees in the Familiarization Course completed this work by virtue of instruction received from other students who had either had previous courses or had been in the agency for some period of time. The one suggestion that we are hoping to implement is that of increasing the seminar discussions in the Operations Support Course. The statement was made by [] that after learning the coverage of the course below, from [] it was decided that the content did not agree with the description in the Catalog of Courses and would not meet the need of the Medical Staff. They would, therefore, send their students to Operations Support. 25X1 25X1

25X1 6. The [] Case was given the Support students on Monday. It is anticipated there will be certain adjustments necessary. These can best be discovered by using the material in connection with instruction. 25X1

25X1 7. [] is at [] for three days this week for the finance coverage in those courses. 25X1